

# Indiana Department of Education

## School Corporation Personnel Manual

### Licensing Verification and Information System (LVIS)



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## Acronym List

AP	Accomplished Practitioner
CPR	Cardiopulmonary Resuscitation
CTE	Career and Technical Education
EI	Educational Interpreter
FAQ	Frequently Asked Questions
IDOE	Indiana Department of Education
IP	Initial Practitioner
IMAP	Indiana Mentoring and Assessment Program
LA	License Advisor
LVIS	Licensing Verification and Information System
OELD	Office of Educator Licensing and Development
PDP	Professional Development Plan
PGP	Professional Growth Plan
PP	Proficient Practitioner
WS	Workplace Specialist



## Introduction

Welcome to the Indiana Department of Education's (IDOE's) Licensing Verification and Information System (LVIS). This new online application system has been designed with enhanced self-service features to make it easier and faster for you to apply for and receive your credentials. The following are some of the highlights of LVIS:

- You create a personal profile that you can update as necessary.
- You can instantly upload documents required for licensure during the application process.
- Automatic e-mail messages will be sent to you with updates on the status of your application.
- As soon as your license is approved, you can log in to your LVIS account and print your credential.
- Multiple licenses will be displayed on a single educator credential.
- You can record and track your professional development and have your Professional Growth Plan (PGP) verified by your building administrator online.
- You will no longer experience inconvenience buying a money order or cashier's check. You can pay online with your personal Visa or MasterCard, or use a pre-paid Visa or MasterCard purchased from a local retailer.

There are two different levels of school roles. The School Corporation Authority is the corporation level and the School Building Administrator is the individual school level.

The School Corporation Authority will be approving district-wide applications, such as Substitute Teacher applications, Emergency permits and Transition to Teaching permits. There will likely be more than one individual in the school corporation who is granted a role at this level. For example, one person may function as the substitute coordinator/approver and another person at a higher level, such as an HR officer, to approve Emergency Permits and Transition to Teaching applications. School corporation level approvers will also be able to approve PGPs for building principals and central office personnel. There is an additional role of CTE director that has been set up for approving Workplace Specialist licenses. CTE directors have received separate training.

The School Building Administrator is the role for the building level administrators who will be verifying PGPs for license renewal.



## Login Page

Figure 1: Login Page



The screenshot shows the LVIS (Licensing Verification and Information System) login page. At the top, there is a header with the Indiana Department of Education logo on the left and the LVIS logo on the right. Below the header, there is a navigation bar with links: Login, Home, Create Profile, FAQ's, and Contact Us. The main content area has a heading 'Please login here.' followed by a 'Log In' button. Below this, there are input fields for 'User Name:' and 'Password:', each followed by a 'Log In' button. At the bottom left, there is a link 'Forgot User Name or Password?'. At the bottom center, there is a copyright notice: 'Copyright © 2011 Indiana Department of Education'.

A profile must be created before logging in to the LVIS. If the applicant has not yet created a profile, click the **Create Profile** button on the LVIS *Home* page. This will take the applicant to the *Add Profile* screen. Once the account is activated, then the applicant may log in.

The applicant can log in to the system from the *Home* page by clicking the **Login** button on the left side of the screen. This will take the applicant to the *Login* page (see Figure 1).

Complete the following fields:


- **User Name** – Type the applicant's user name. This is the user name created by the applicant when completing the applicant profile.
- **Password** – Type the applicant's password. This is the password created by the applicant when completing the applicant profile.

Click the **Log In** button to submit the information (see Figure 1).

If the applicant has forgotten the user name or password, click the *Forgot User Name or Password?* hyperlink.



Figure 2: *Profile Support Page*



The screenshot shows the 'Profile Support' page of the 'Licensing Verification and Information System' (LVIS). The page header includes the Indiana Department of Education logo and the LVIS logo. Navigation links include 'Login', 'Home', 'Create Profile', 'FAQ's', and 'Contact Us'. The main content area is titled 'Profile Support' and contains a section for 'Please select from the following support issues:'. There are two radio buttons: 'I have forgotten my Password.' (selected) and 'I have forgotten my User Name.'. Below this is a 'Password Recovery' section with a 'User Name:' field. A CAPTCHA image shows the characters '44LUU'. There is a 'Refresh Image' button next to the CAPTCHA. Below the CAPTCHA is an 'Image Verification:' field with a red asterisk and a prompt 'Please enter the above random verification.'. At the bottom of the form is a 'Submit Request' button. The footer of the page states 'Copyright © 2011 Indiana Department of Education'.

Click the **I have forgotten my Password** or the **I have forgotten my User Name** radio button (see Figure 2).

- **I have forgotten my Password** – Type the applicant's user name in the **User Name** field.
- **I have forgotten my User Name** – Supply the following information:
  - **First Name** – Type the applicant's first name.
  - **Last name** – Type the applicant's last name.
  - **Email** – Type the applicant's e-mail address.

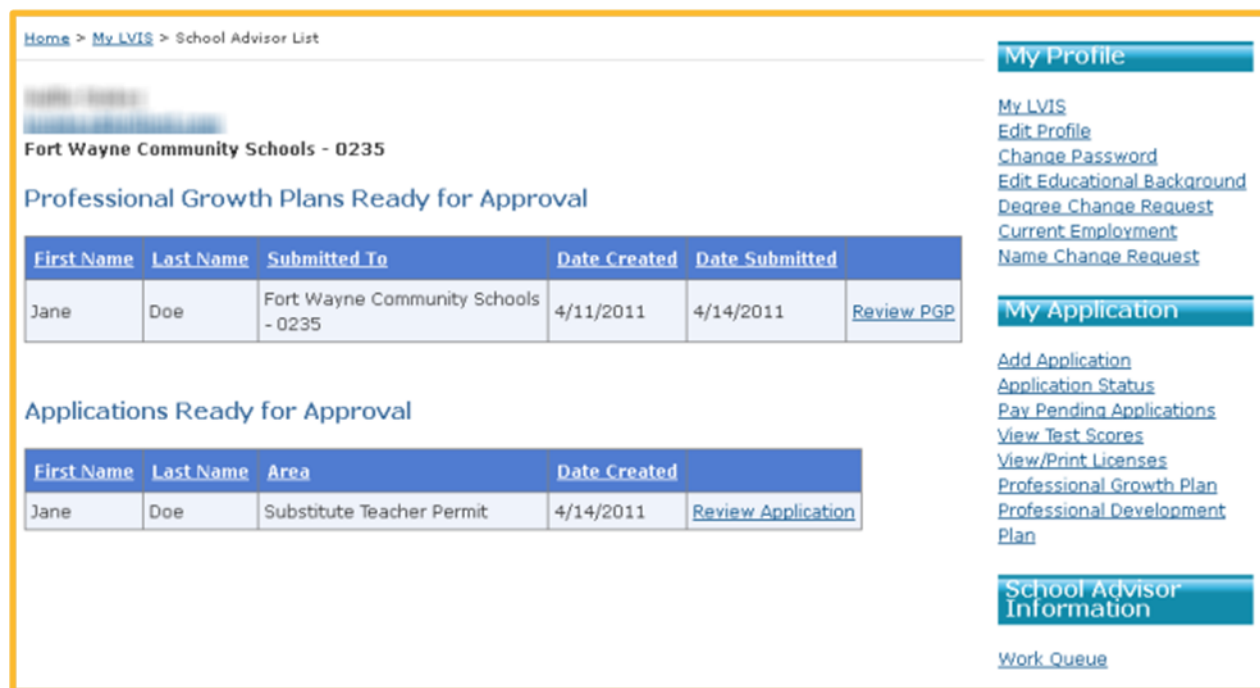
To complete the process, type the numbers and letters visible on the screen in the **Image Verification** field. If you are unable to read the image, click the **Refresh Image** button.

Click the **Submit Request** button to submit the information. The LVIS will automatically generate an e-mail that is sent to the address the applicant submitted.



## School Advisor List

Figure 3: School Advisor List Page



Home > My LVIS > School Advisor List

Fort Wayne Community Schools - 0235

Professional Growth Plans Ready for Approval

First Name	Last Name	Submitted To	Date Created	Date Submitted	
Jane	Doe	Fort Wayne Community Schools - 0235	4/11/2011	4/14/2011	<a href="#">Review PGP</a>

Applications Ready for Approval

First Name	Last Name	Area	Date Created	
Jane	Doe	Substitute Teacher Permit	4/14/2011	<a href="#">Review Application</a>

**My Profile**

- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Degree Change Request](#)
- [Current Employment](#)
- [Name Change Request](#)

**My Application**

- [Add Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

**School Advisor Information**

- [Work Queue](#)

After logging in, the reviewer is taken to the *School Advisor List* page (see Figure 3). On this page, the reviewer will see all PGPs applications ready for review in the table. To review a PGP or an application, click the *Review PGP* hyperlink or the *Review Application* hyperlink.

In addition to application review activities, the reviewer also has access to his or her own professional profile within the LVIS. Click the hyperlinks on the right side of the screen to view the following pages:

- **My Profile**
  - *My LVIS* – Click this to return to the *My LVIS* page.
  - *Edit Profile* – Click this to change profile information.
  - *Change Password* – Click this to change password information.
  - *Edit Educational Background* – Click this to edit educational background.
  - *Degree Change Request* – Click this to change degree information.
  - *Current Employment* – Click this to add current employment information.
  - *Name Change Request* – Click this to request a name change.
- **My Application**
  - *Add Application* – Click this to add an application.
  - *Application Status* – Click this to check the status of a submitted application.
  - *Pay Pending Applications* – Click this to pay for a pending application.
  - *Professional Growth Plan* – Click this to review the PGP.
  - *Print License* – Click this to print a copy of a license.
- **School Advisor Information**



- 
- *Work Queue* – Click this to return to the *License Advisor List* page.

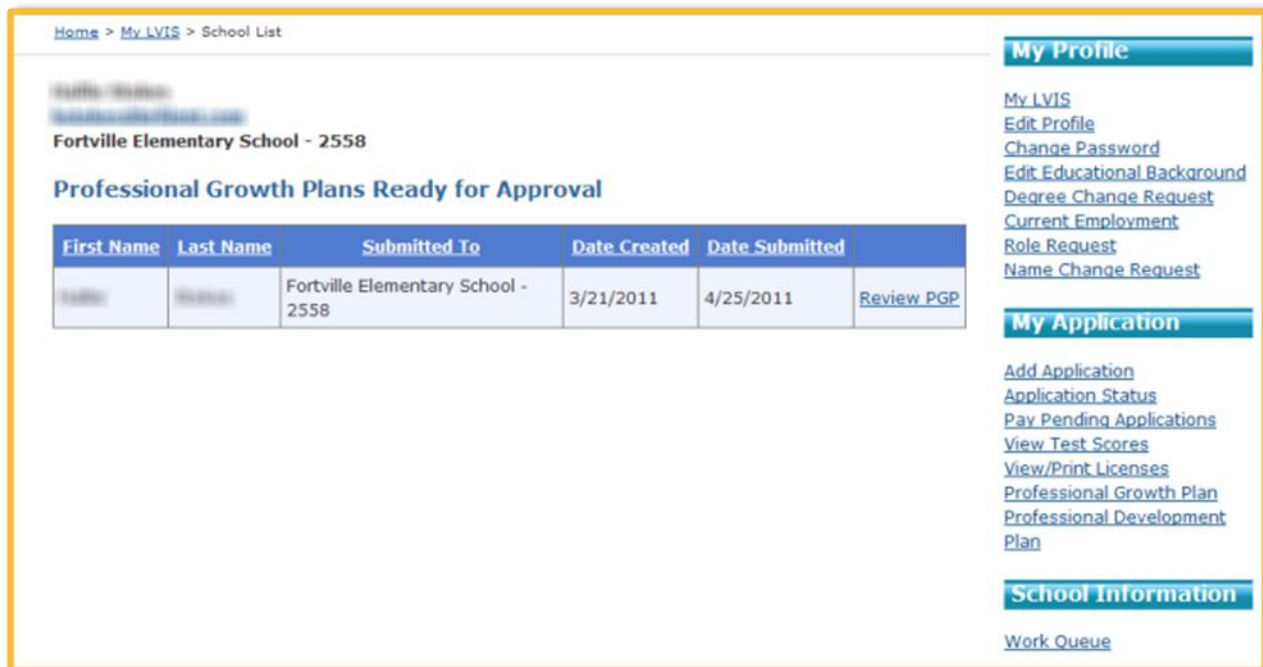


## School Building Administrator

The following subsections are part of the *School Building Administrator* section.

### Work Queue (*School List Page*)

Figure 4: *School Advisor List Page*



The screenshot shows the 'School List' page in the LVIS system. The breadcrumb trail at the top reads 'Home > My LVIS > School List'. Below this, the user's profile information is displayed: 'Profile: [redacted]' and 'School: Fortville Elementary School - 2558'. The main heading is 'Professional Growth Plans Ready for Approval'. Below this heading is a table with the following data:

First Name	Last Name	Submitted To	Date Created	Date Submitted	
[redacted]	[redacted]	Fortville Elementary School - 2558	3/21/2011	4/25/2011	<a href="#">Review PGP</a>

On the right side of the page, there are two main sections: 'My Profile' and 'My Application'. The 'My Profile' section includes links for 'My LVIS', 'Edit Profile', 'Change Password', 'Edit Educational Background', 'Degree Change Request', 'Current Employment', 'Role Request', and 'Name Change Request'. The 'My Application' section includes links for 'Add Application', 'Application Status', 'Pay Pending Applications', 'View Test Scores', 'View/Print Licenses', 'Professional Growth Plan', 'Professional Development Plan', and 'Work Queue'. At the bottom of the right sidebar, there is a 'School Information' section with a link to 'Work Queue'.

Click the *Review PGP* hyperlink or the *Review Application* hyperlink to begin the process (see Figure 4).



## Review PGP

Figure 5: School PGP Detail Page

Home > My LVIS > School PGP Detail

**Applicant Information:**

First: Jane Middle: Last: Doe

Address 1: Address 2:

City: State: IN Postal:

SSN: \*\*\*\*\*5454 Email: [REDACTED]

**Professional Growth Plan (PGP)**

Date	Category	Notes	Hours	PGP Points	File Name	View File
04/01/2011	Workshop/Institute	test	90	90	n/a	n/a

**Additional Notes (Optional):**

Notes:

Additional Notes Added by School or IDOE

Notes
test
test notes 2

**My Profile**

[My LVIS](#)  
[Edit Profile](#)  
[Change Password](#)  
[Edit Educational Background](#)  
[Degree Change Request](#)  
[Current Employment](#)  
[Role Request](#)  
[Name Change Request](#)

**My Application**

[Add Application](#)  
[Application Status](#)  
[Pay Pending Applications](#)  
[View Test Scores](#)  
[View/Print Licenses](#)  
[Professional Growth Plan](#)  
[Professional Development Plan](#)

**School Information**

[Work Queue](#)

The Applicant Information section contains the applicant information as entered during the application process (see Figure 5).

The Professional Growth Plan (PGP) section contains the PGP information as entered during the application process.

The Additional Notes section contains the reviewer notes. Type information in the **Additional Notes** field and click the **Save** button.

Click the **Verify PGP** button to verify the PGP. This will bring up an *Agree to Verify* pop-up window. Click the **Verify PGP** button to approve the PGP. Click the **Cancel** button to close the window and return to the previous page.

Click the **Not Verify PGP** button to deny the PGP. This will bring up an *Explanation for not verifying* pop-up window. Type the reason for denial in the **Explanation for not verifying** field. Click the **Not Verify** button to deny the PGP. Click the **Cancel** button to close the window and return to the previous page.

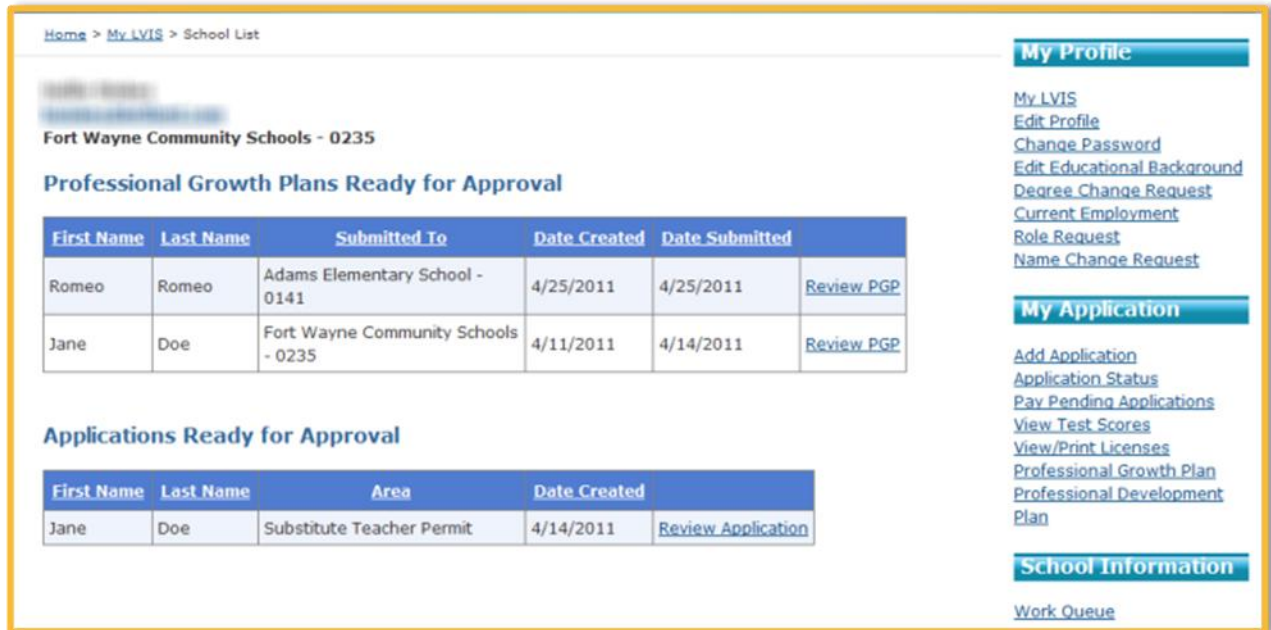


## School Corporation Authority

The following subsections are part of the *School Corporation Authority* section.

### Work Queue (*School List Page*)

Figure 6: *School List Page*



Home > My LVIS > School List

My Profile

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- Current Employment
- Role Request
- Name Change Request

My Application

- Add Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses
- Professional Growth Plan
- Professional Development Plan

School Information

Work Queue

Fort Wayne Community Schools - 0235

#### Professional Growth Plans Ready for Approval

First Name	Last Name	Submitted To	Date Created	Date Submitted	
Romeo	Romeo	Adams Elementary School - 0141	4/25/2011	4/25/2011	<a href="#">Review PGP</a>
Jane	Doe	Fort Wayne Community Schools - 0235	4/11/2011	4/14/2011	<a href="#">Review PGP</a>

#### Applications Ready for Approval

First Name	Last Name	Area	Date Created	
Jane	Doe	Substitute Teacher Permit	4/14/2011	<a href="#">Review Application</a>

Click the *Review PGP* hyperlink or the *Review Application* hyperlink to begin the process (see Figure 6).



## Review PGP

Figure 7: School Advisor PGP Detail Page

[Home](#) > [My LVIS](#) > School Advisor PGP Detail

**Applicant Information:**

First: Jane Middle: Last: Doe

Address 1: Address 2: State: IN

City: SSN: \*\*\*\*\*5454 Email: [REDACTED] Postal:

**Professional Growth Plan (PGP)**

Date	Category	Notes	Hours	PGP Points	File Name	View File
04/01/2011	Workshop/Institute	test	90	90	n/a	n/a

**Additional Notes (Optional):**

Notes:

Additional Notes Added by School or IDOE

**My Profile**

[My LVIS](#)  
[Edit Profile](#)  
[Change Password](#)  
[Edit Educational Background](#)  
[Degree Change Request](#)  
[Current Employment](#)  
[Name Change Request](#)

**My Application**

[Add Application](#)  
[Application Status](#)  
[Pay Pending Applications](#)  
[View Test Scores](#)  
[View/Print Licenses](#)  
[Professional Growth Plan](#)  
[Professional Development Plan](#)

**School Advisor Information**

[Work Queue](#)

The Applicant Information section contains the applicant information as entered during the application process (see Figure 7).

The Professional Growth Plan (PGP) section contains the PGP information as entered during the application process.

The Additional Notes section contains the reviewer notes. Type information in the **Additional Notes** field and click the **Save** button.

Click the **Verify PGP** button to verify the PGP. This will bring up an *Agree to Verify* pop-up window. Click the **Verify PGP** button to approve the PGP. Click the **Cancel** button to close the window and return to the previous page.

Click the **Not Verify PGP** button to deny the PGP. This will bring up an *Explanation for not verifying* pop-up window. Type the reason for denial in the **Explanation for not verifying** field. Click the **Not Verify** button to deny the PGP. Click the **Cancel** button to close the window and return to the previous page.



## Review Applications

Figure 8: School Application Detail Page

[Home](#) > [My LVIS](#) > School Application Detail

### Applicant Information

First Name	Middle Name	Last Name
Jane		Doe

Address 1	Address 2

City	State	Postal Code
	IN	

SSN	Email
*****5454	*****@*****.com

### My Profile

[My LVIS](#)  
[Edit Profile](#)  
[Change Password](#)  
[Edit Educational Background](#)  
[Degree Change Request](#)  
[Current Employment](#)  
[Role Request](#)  
[Name Change Request](#)

### My Application

[Add Application](#)  
[Application Status](#)  
[Pay Pending Applications](#)  
[View Test Scores](#)  
[View/Print Licenses](#)  
[Professional Growth Plan](#)  
[Professional Development Plan](#)

### School Information

[Work Queue](#)

### Application Details

LicenseID	Coding Action	Credential Type	Content Area
	Original	Educational Permit	Substitute Teacher Permit

### Application

No documents attached.

**Additional Notes (Optional):**

Notes:

[Save](#)

Additional Notes Added by School or IDOE

No additional notes added.

[Verify Application](#)
[Not Verify Application](#)

The Applicant Information section contains the applicant information as entered during the application process (see Figure 8).

The Application Details section contains the details about the requested license.

The Additional Notes section contains the reviewer notes. Type information in the **Additional Notes** field and click the **Save** button.

Click the **Verify Application** button to verify the application. This will bring up an *Agree to Approve* pop-up window. Click the **Approve Application** button to approve the application. Click the **Cancel** button to close the window and return to the previous page.

Click the **Not Verify Application** button to not verify the application. This will bring up an *Explanation for not verifying* pop-up window. Type the reason for not verifying in the **Explanation for not verifying** field.



Click the **Not Verify** button to deny the application. Click the **Cancel** button to close the window and return to the previous page.

## Appendix

This appendix supplies a glossary of terms and additional information.

### Glossary of Terms

As we move to our online licensure system, it is a good time to standardize the licensing terminology we use. As you may know, the six versions of licensing rules under which we have licensed teachers in Indiana since 1923 have all used different terminology to refer to roughly comparable licenses and licensing actions. The multitude of terms is confusing to all involved, and we decided to reduce the number of terms we use and to standardize them. Below is a glossary that explains the standard terms and shows what terminology under prior rules it replaces.

**Accomplished Practitioner License:** This is a ten-year license renewable for ten-year periods issued to an educator that has met the requirements for professionalization of the educator's license.

Professionalization requirements for the various license types can be found on the Office of Educator Licensing and Development (OELD) Web site. An Accomplished Practitioner License is equivalent to a professional license under prior rules.

**Advanced Degree Evaluation:** This is an option authorized by statute for an applicant with a master's degree or higher in a subject that corresponds to a secondary licensure content area. The applicant must have at least one year of teaching experience in grades K – 12 or at the postsecondary level, have passed the licensure exam in the desired content area, and who is certified in cardiopulmonary resuscitation (CPR)/Heimlich maneuver. An eligible applicant receives an Initial Practitioner License indistinguishable from Initial Practitioner Licenses issued to traditional teacher education applicants.

**Conversion:** This is the action of moving from an Initial Practitioner License to a Proficient Practitioner License. This may also refer to moving from Workplace Specialist I to Workplace Specialist II.

**Emergency Permit:** This is a one-year permit issued at the request of an employing school district to fill an unmet staffing need. The applicant must have a bachelor's degree and may or may not already hold a teaching license. It is equivalent to a Limited License under prior rules.

**Indiana Mentoring and Assessment Program (IMAP):** This is the required internship that all educators with Initial Practitioner Licenses must complete in order to be eligible for their five-year Proficient Practitioner License. The educator must enroll in both Year One AND Year Two of IMAP in order to complete the internship.

**Initial Practitioner License:** This is a two-year license issued to novice teachers, school service personnel, or building level administrators while they complete the IMAP/residency program. The Initial Practitioner License may be renewed two times in order to provide additional time to complete IMAP. Once IMAP is complete, the license holder may convert to a five-year Proficient Practitioner License.

**Professionalize:** This is the action of moving from a Proficient Practitioner License to an Accomplished Practitioner License.

**Proficient Practitioner:** This is a five-year license issued to teachers upon completion of IMAP. A Proficient Practitioner License is equivalent to provisional and standard licenses under prior rules.

**Transition to Teaching Permit:** This an alternative certification path authorized by statute that provides an abbreviated pedagogy component to persons who already hold a bachelor's degree and meet the grade point average (GPA) requirement. By law, the number of credit hours that can be required by an institution in elementary and secondary transition to teaching programs are limited. The permit is a three-year, nonrenewable permit issued at the request of an employing school corporation for an individual who is enrolled in a Transition to Teaching program for a content area in which the school corporation is experiencing staffing difficulty.



**Troops to Teachers Evaluation:** This is an evaluation for licensure for military or former military personnel taking into account traditional coursework, training provided by the military, and instructional/teaching experiences such as Junior Reserve Officer Training Corps (JROTC), etc. Troops to Teachers is administered by Defense Activity for Non-Traditional Education Support (DANTES) and eligible applicants may be eligible for educational reimbursement through DANTES. The IDOE does not provide financial assistance or reimbursement; it assists applicants by determining eligibility and providing advice concerning options for completing licensure requirements.

**Visiting Teacher Permit:** This is a three-year, nonrenewable permit issued at the request of an employing school corporation to a teacher from a foreign country who holds the equivalent of a bachelor's degree from an accredited institution, has completed a teacher education program in the teacher's country, and meets other requirements under 515 IAC.

**Workplace Specialist License I:** This is an initial two-year license issued at the request of an employing CTE Director to an applicant with documented skill and work experience in a CTE content area. A Workplace Specialist License is not based on a traditional teacher preparation program. During the two-year Workplace Specialist I License period, the license holder must complete a beginning teacher seminar of professional development and pedagogy, demonstrate proficiency in math and language arts, and complete an initial PDP. Upon completion of the requirements, the Workplace Specialist I License may be converted to an initial Workplace Specialist II License at the request of an employing CTE director. The Workplace Specialist I License is comparable to an Initial Practitioner License.

**Work Place Specialist II:** This is a five-year license issued at the request of an employing CTE Director upon completion of the beginning teacher seminar required of a Workplace Specialist I License holder. It is renewable for five-year periods upon completion of an approved PDP, and creation of a new PDP. A Workplace Specialist II License is comparable to a Proficient Practitioner License.

## Additional Information

If an applicant submits an application, but does not pay for it for 45 days, the application will be automatically deleted.

If an applicant starts an application, but does not submit it, it will expire and auto-delete after 14 days.

Once an applicant submits an application and pays for it, the application will always remain within the system.



## ***Coding Licenses FAQ***

This section answers questions about coding licenses.

### **How do you code multiple licenses?**

These would appear as individual applications in LVIS, and would be worked accordingly.

### **What are some typical reasons an LA would route the application to IDOE? Another school?**

If the applicant is renewing with coursework from the recommending institution and is also adding a content area with a Praxis II test, the LA would code the renewal and then route the application to the DOE for the Praxis addition. If an applicant accidentally selects the wrong recommending institution, the LA could route the application to the correct recommending institution once that has been identified.

### **When you enter the Content Area, is it required to click Add Content for Coding?**

Yes. The content must show up in the Content Area for your review in order to proceed with that content.

### **What happens when the LA incorrectly codes the license?**

The LA must contact IDOE as soon as possible.